

Accounts Payable Travel Advance/Voucher Process

The following procedures are to be followed for the new service center comprised of the Department of Labor, the Department of Safety, the Department of Financial and Professional Regulation and the Department of Defense, Veterans and Emergency Management. Full text of travel requirements can be found at http://www.maine.gov/osc/pdf/saam_manual/ch10travel.pdf. Not following these requirements will delay the processing of your travel request and travel voucher.

To ensure that the Accounts Payable unit is able to adhere to Internal Control guidelines, Bureau Directors and Supervisors need to assure the following:

1. Travel requests and reimbursements:

- All Out-of-State Travel Requests, Travel Advance Requests and Travel Vouchers need to be sent directly to Accounts Payable. The Accounts Payable unit will then be responsible for getting the Commissioner's approval on the necessary documents.
 - **Documents should be sent to** Accounts Payable, SHS 54 **OR TO**
Accounts Payable, 19 Union Street, PO Box 259, Augusta, ME 04332

2. Out of State Travel

- Unless unforeseen circumstances arise that require relatively-immediate out-of-state travel (OOS) to occur, please submit Out-of-State Travel Requests to Accounts Payable to be forwarded to DAFS for review and approval at least four (4) weeks before the planned departure date.
- An Out-of-State Travel Request must be filled out for all out-of-state travel even if there is no cost to the state.
- OOS request forms should be filled out as completely as possible, and include all available estimated cost information, regardless of the funding source for the travel.
- OOS request forms should be accompanied by any relevant, available materials related to the purpose of travel (e.g., meeting/conference agendas, daily itinerary, air fare quotes, et cetera).

3. In State Travel

- The Accounts Payable unit requires only the supervisor's signature for Instate Travel Vouchers to be processed. The bureau directors can decide if others need/want to review and sign these.

4. All Travel

5. After travel is completed: If an advance was given, then a Travel Expense Voucher (enclosed) must be made out and submitted to Accounts Payable within 15 days. If there is no advance then submit a travel voucher by the 15th of the following month. If an advance was given and the expenses are less than the advance a check for the difference should accompany the Travel Expense Voucher.
6. Each Out-of-State/Advance Travel Request and all Travel Expense Vouchers must have the appropriate coding and signatures and supporting documents when sent to Accounts Payable. Note: some coding fields on the Travel Voucher form are not used by all departments.
7. There are new forms for each of these (enclosed). Many have been submitting old forms. All future requests/forms must be submitted using the new forms or they will be returned and this will cause a delay in payment.